



# Kaikohe Christian School BOT Meeting & Annual General Meeting – Minutes

(Unconfirmed until agreed upon and signed)

Venue: Kaikohe Christian School (Kaikohe Campus)

Date: Tuesday 9 March 2021

<b>Opening Prayer:</b>	4.00 pm Chris Bradley
<b>Closing Prayer:</b>	6.05 pm David Rogers

<b>Next Meeting Date:</b>	Tuesday 13 April 2021
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## 1. ATTENDANCE:

### Present:

Mike Norman / Mike Shaw / Mony Tito / David Rogers / David Prickett / Liz Cook / John Whitehead / Chris Bradley  
Puti Puru-Clarke  
Jacqueline Te Huia (Minute Taker)

**Absences:** None

**Apologies:** None

**Introductions / Whanaungatanga:** Board Members introduced themselves to Puti Puru-Clarke New Student Representative

## 2. CORRESPONDENCE:

### i. IN:

- 03/03/21 PPTA Employment Relations Leave
- Proprietors Appointees to the Board – (Monty, Mike and John to sign)
- Faith Harvest Newsletter – Letter intent requiring BOT sanction so they can distribute to Waimate North

### ii. OUT:

- No outward correspondence tabled

*Motion:* That correspondence be accepted and received  
*Moved by:* David Rogers  
*Seconded by:* Mike Norman  
*Motion Carried:* Unanimous

## 3. FINANCIAL:

**3.1 Current Financial Condition:** Financial Management Report for period 31 January tabled:

### • Presentation and analysis of the Financial accounts:

*Motion:* Financial Report be accepted.  
*Moved by:* David Rogers  
*Seconded by:* Chris Bradley  
*Motion Carried:* Unanimous

### • Asset Register /Levels:

- Raise Asset levels value from \$500 to \$1000
- Concern raised re: insurance if anything under \$1000 not noted on Asset Register. Can be noted under Operating expenses and are still covered by insurance.
- Will need to advise the Accountants

*Motion:* That the Asset Threshold be raised from \$500 - \$1000. The effect of this is to make the management of the Asset Register simpler.

*Moved by:* David Rogers  
*Seconded by:* Mike Norman  
*Motion Carried:* Unanimous



### 3.FINANCIAL continued:

**3.1 Current Financial Condition continued:** Financial Management Report for period 31 January tabled:

- **Presentation and analysis of the Financial accounts:**

*Motion:* Financial Report be accepted.  
*Moved by:* David Rogers  
*Seconded by:* Chris Bradley  
*Motion Carried:* Unanimous

### 4 REPORTS:

#### 4.1 Principals Report tabled for Discussion:

- **Faith Harvest Trust Newsletter:**

- Informative for Waimate North Campus community
- BOT approved distribution and suggested a link for it in the School Newsletter

- **Charter Consultation Plan:**

- 8 times per year > Made available to the Public (School Offices)
- BOT Meeting been advertised in School Newsletter for the first time – Good way to get BOT Minutes information and links to BOT relevant documents to the Public
- BOT Meeting Minutes and reports have been displayed for Public at both campuses
- Public are welcome to Board Meetings but have no speaking rights unless previously applied for and noted on Agenda

*Motion:* That the Board approve the Annual Plan

*Moved by:*

*Seconded by:*

*Motion Carried:*

- **Special Character of School:**

Mike Norman would like the Special Character Statement in the Charter to be amended and outlined his views.

- Where does our inspiration come from first? What was God's purpose for us together in this land?
- Bible / Treaty
- Outlined what happened before the Treaty:
  - Maori approached Queen re: 2000 settlers running rampant & wanted solution
  - Spiritual Giants i.e. Wilberforce etc suggested not to colonise Indigenous people of NZ. God's intent to come through missionaries. Settlers came > Denominations / divided agenda / Maori > wilderness
  - Te Tiriti O Waitangi vs Treaty of Waitangi > Maori never ceded their Sovereignty > Port Waikato Fraud
- Education on History – Maori view of History – Chief Ruatara / Toirua Prophecy pre European coming to Aotearoa- Confiscated land for religious gain.
- Spiritual Declaration signed by 90,000 intercessors presented at Westminster (Mike's brother) was part of this team.
- Maori have equality but is it equality?
- Mike Shaw – Keen to change the wording – Foundation > Bible > Me Whakaputunga > Te Tiriti O Waitangi 1852-58  
 Colonial Government disregarded all of that > Defacto sovereignty.
- School will obey Government's rules as long as they don't contravene the Bible e.g. Transgender / Vaccinations
- (Note- Charter Review – First Clause of Charter > Bible)

- **Charter Consultation Plan:**

BOT to familiarise themselves with this plan

- **Annual Plan:** David Rogers outlined:

Draft Annual Plan > suggest read it > set out Area / Goal / Strategic Action:

Link in agenda > Under Charter is the Annual Plan. Document grows and is amended annually / Targets MOE / Area of Focus  
 Spiritual Growth Page 5 & 6 – Big Strategic Goals at top of the Charter



#### 4 REPORTS continued:

##### 4.1 Principals Report tabled for Discussion- continued:

###### Special Character of the School:

BOT ensure Proprietor that it's being developed and addressed in the School.

- 1) Action to address > Special Character
  - Compulsory Religious Studies Standards Year 13 > Christian Living – to be reviewed
  - Desire to make learning more relevant
  - What BOT want > subjects > compulsory or not?
  - NCEA Standard – Religious Studies Standard – Religious Academic vs Evangelistic Spirit Filled / Fruits of the Spirit based

*Motion:* Principal's Report be adopted.  
*Moved by:* David Rogers  
*Seconded by:* Mike Norman  
*Motion Carried:* Unanimous

#### 5 POLICY REVIEW:

##### 5.1 Policy Review Discussion:

###### Google Sheets:

- Way to get Policy out to BOT members > Drop down 3 choices > Edit Make comments (difficulty)
  - Policy Review Report is a discussion document. Editing it does not change the Policy i.e (suggestions/comments – Bracket and write your name beside your comments)
- Achievement:
  - a) BOT know Policies
  - b) Checks the Principal is doing them

###### Annual Agenda:

###### Financial Planning and Financial Condition Policy Review:

*Motion:* BOT approve the Financial Planning and Financial Condition Policy Review  
*Moved by:* David Rogers  
*Seconded by:* Liz Cook  
*Motion Carried:* Unanimous

###### Policy Fit for Purpose:

- Based on School Trustees Policy Framework. All Policies in School relate to Board delegation and Principal.
- Financial Purchases – Must get competitive quotes.
- Copied Policy to Principal's Report for Board to review

###### Curriculum Review (Annual Agenda) Gateway Report:

Gateway is for Year 11-13 students only i.e a Transition to Career Planning  
 University Entrance > Must be year 13 – Level 3 papers (can get it younger) Discussed bright students can advance earlier but must also consider emotional implications / maturity verse academic ability.

###### • Several pathways in School:

- a) Academic > University
- b) Entrepreneurial
- c) Trades or employment
- d) Te Ao Hoka Maori Performing Arts (University accredited) Pathway now B/A



## 5 POLICY REVIEW continued:

### 5.1 Policy Review Discussion:

#### • General Funding for Students - Trades Offered:

- Northtec offered in all them > enough room to fit them in.
- BTC Trades - Carpentry Building trade (important for Housing shortage in area).
- Hospitality not so important.
- Painting will be back on board soon.
- Police Pathways Programme: Level 2 & 3 Qualification – Roiho, Ponotia and Maata on
- Suggested Pathways for IT Tech Trades

#### • Maori Performing Arts

NCEA Levels 1, 2, 3 & UE > get threshold of credits > UE accredited subjects now being offered for Maori Performing Arts.

*Motion:* Move that the Gateways Curriculum Report be accepted

*Moved by:* David Rogers

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

#### • Staff Feedback for the Board:

##### - Information Technology (IT):

If no IT and no specific Teacher available > Gateways

Northland College have made Digital IT a high priority (Mike N)

KCS have withdrawn students from attending Northland College to stop student to student contact (not a safe environment)

##### - Business Studies Course: Need another student > go out further for more options

##### - More Options helps:

Puti Puru Clarke advised more options e.g. Hospitality, Barrista, Hairdressing helps student decide which direction they could take for career options.

##### - School is operating differently this year:

David Rogers said the current process gives more scope for student choice however may have lurched too far and needs to come back a bit to more collaborative / whanau / directive with students.

Be responsive, strengthen processes plus more inclusive.

##### - Subject Choice:

Staff capabilities > forward recruiting for those aspirations

##### - Ako Time:

Time to study your own course choices (sometimes Correspondence) helps with Work ethic / Self Management.

Non specific Teacher but adults available to help unpack learning

##### - Ako Room:

Students concerned with Plan for Years 11-13 students i.e. 8 – 10 students and 2 – 3 Teachers to work together in a shared space, after a couple of walls removed. Students unsure if they'll work well with one another in the same room - Year 11 students may dominate the space. Massive change for students involved.

Do parents know the walls are coming down?

Only 4 Year 13's > Liz Cook advised 'Developmentally young adults should have their own space. Is there a Year 12 & 13 Common Room available?' > Talk to Ms Vujcich

David Rogers discussed that the space needs to be bigger and that classroom management will address distracting students.

##### - Personality Tests:

Mike Norman suggested Forward Planning / Personality tests that line up with their subjects > career aspirations.



## 5. POLICY REVIEW Continued:

### 5.1 Policy Review Discussion:

- **Maori Performing Arts:**
  - Wanted report but hasn't come through yet > Need to be added to next Meeting Agenda.
  - Te Rangī Allen's return to MPA – Back soon subject to a clean bill of health

## 6 STRATEGIC FOCUS:

- **Board required to set annual report / targets:**
  - Years 1 – 10 Writing
  - Years 11 – 13 NCEA
- **Variance Reporting:**
  - Path of least resistance
  - Work with Board to set targets
- **Analysis of Various Mandatory Report to MOE:**  
Robust report that only deals with 2 areas
  - 1) Writing
  - 2) NCEA Level 2

### Goal of 2021- All NCEA students

Every student participating will get NCEA at their level. Reasonable expectation based on participation.

### Lockdown affects on Outcome Achievements 2020:

Table looked at results:

- Standards set by student enrolled
- Correlation between School Attendance > Many didn't come back after COVID 19 Lock down
- Statistics > approx. 90% - means Level 3 = 107 standards taken > attendance good
- Attendance huge issue: Puti Puru Clarke gave feedback of returning to school after lock down > Good being able to speak one to one with teachers.
- 17 attendance concerns i.e. below 80% > not one week of full attendance
- Macro data needed for BOT
- Target and what is being achieved:  
NCEA Level 1 achievement rate 61% - 100% was the target for Level 1

## 7 SPECIAL ISSUES:

- **Trip RAMS form approved:**
  - Only vetted adults have oversight of students
  - Excel Database to be established to keep track of Parents who have been vetted (2 year current)
  - Child vetting also

*Motion:* Recommend BOT to approve 25/03/21 Field Trip to Marsden Cross (overnight stay) conditional suitable adults available

*Moved by:* David Rogers  
*Seconded by:* Mike Normana  
*Motion Carried:* Unanimous



## 7. SPECIAL ISSUES:

### • Board Appointments:

#### Appointment of Minute Taker:

*Motion:* Jacqueline Te Huia be appointed as Minute Taker for the Board Meetings

*Moved by:* Mike Norman

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

#### Appointment of Deputy Chair:

*Motion:* Mike Shaw be appointed as Deputy Chair of the Board:

*Moved by:* Mike Norman

*Seconded by:* John Whitehead

*Motion Carried:* Unanimous

#### Two positions for Parent Reps:

Bi-election in process

### • Pedestrian Crossing:

David Prickett (Staff Rep) requested Board look at pedestrian crossing safety.

- David Rogers will follow up with the FNDC & to be placed on the New Action list

### • Special Topic Next Meeting 2021 Annual Plan Agenda Calendar:

- Annual Plan next to the Property Plan
- Leave Annual Plan on the table > not passing it (6 weeks)
- Arts and Maori Performing Arts > 13<sup>th</sup>

### • Faith Harvest Trust & NZCPT:

- Warren Peet expecting meeting in a couple of weeks
- Include the Waimate North Campus Report > 6 weeks. Although not crucial for BOT for specific Site Managers matters to be addressed is still important for them to be heard.
- Get Waimate North teachers along to Meeting > Warren / Mike Shaw

### • School Land Purchase:

Board to request Proprietor contact owners of the land, in the school perimeter, to see if they would be willing to sell to the Proprietor

## 8 CONFIRMED PREVIOUS MINUTES:

Minutes read by BOT members

*Motion:* Previous minutes be accepted.

*Moved by:* Mike Norman

*Seconded by:* Chris Bradley

*Motion Carried:* Unanimous

## 9 MATTERS ARISING:

- Request to vary Agenda – Streamline meetings – Agenda to be available 2 working days before meeting giving opportunity to read over and be informed prior to the meeting,
- Communications



<b>NEW ACTION LIST:</b>	
<b>Description</b>	<b>Comment</b>
International Students viability investigation (David Rogers)	Ongoing
BOT Professional Development Training	Due 31 March 2021
Induction – Paperwork	
Maori Performing Arts Report	Add to next meeting agenda
Excel Database to be established to keep track of Parents who have been vetted (2 year current)	David Rogers / Jacqueline Te Huia
Pedestrian Crossing Safety Issues – Follow up with FNDC	David Rogers
Streamline Agenda	

<b>ACTIONS COMPLETED:</b>	
<b>Description</b>	<b>Comment</b>
BOT notification of Meetings, minutes, reports available to Public at campuses and via School Newsletter and Website	Kaikohe Campus / Waimate North Campus
Nominate person to do Administration	

**NEXT MEETING:**                      Tuesday 13 April 2021

**CONFIRMATION OF MINUTES:**

**Signed Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/2021